TENNESSEE DEPARTMENT OF EDUCATION
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Document Formatting

Primary Career Cluster:	Business, Management & Administration
Consultant:	Joy Smith, (615) 532-6248, Joy.Smith@tn.gov
Course Code(s):	0713/0812/5909
Recommended Prerequisite(s):	Keyboarding 4-6
Credit:	½ (high school)
Grade Level:	7-9
Aligned Student Organization(s):	DECA: www.decatn.org FBLA: www.fblatn.org Sarah Williams, (615) 532-2829, Sarah.G.Williams@tn.gov
Teacher Resources:	http://www.tn.gov/education/cte/BusinessManagementAdministration.shtml

Course Description

The student will apply basic skills in operating a computerized keyboard by using the touch system and other input technologies to produce mailable business and academic documents. Mailability standards relate to keying, formatting, grammar, punctuation, capitalization, spelling, content, typography and layout and design. Using special features of the software, the student will be able to format academic and business reports. *(This course requires a computerized workstation for each student with operating system, word processing, database, spreadsheet, presentation, and networking resident software.)*

Course Standards

Standard 1.0

The student will develop and apply concepts related to human relations, safety, career development, communications, and leadership skills for a global workplace.

The student will:

1.1 Demonstrate sensitivity to personal, societal, corporate, and governmental responsibility to community and global issues.
1.2 Demonstrate the interpersonal, teamwork, and leadership skills needed to function in diverse business settings, including the global marketplace.
1.3 Communicate effectively as writers, listeners, and speakers in diverse social and business settings.
1.4 Apply the critical-thinking and soft skills needed to function in students' multiple roles as

citizens, consumers, workers, managers, business owners, and directors of their own futures.

1.5 Analyze and follow policies for managing legal and ethical issues in organizations and in a technology-based society.

1.6 Investigate the life-long learning skills that foster flexible career paths and confidence in adapting to a workplace that demands constant retooling.

1.7 Assess personal skills, abilities, aptitudes, and personal strengths and weaknesses as they relate to career exploration and apply knowledge gained from individual assessment to research and develop an individual career plan.

1.8 Examine the goals and principles of Future Business Leaders of America.

1.9 Investigate online and office safety procedures and pass a written safety examination with 100% accuracy.

1.10 Demonstrate parliamentary procedure through office staff/chapter organizational meetings.

1.11 Apply appropriate typography concepts to industry documents.

Sample Performance Task

➢ Design and produce a team project on legal and ethical issues that includes issues and penalties for plagiarism, copied text that does not require permission, and copied data that requires permission and the process used in obtaining permission. Obtain formal permission for use of quotations, art form, design, music, and photographs. Develop and present a total team project utilizing various technology components and appropriate typography concepts.

Standard 2.0

The student will operate the keyboard using proper technique to apply the touch system.

The student will:

2.1 Demonstrate correct body and hand position for keyboarding.

2.2 Maintain eye contact with copy.

2.3 Use the touch system to strike the keys.

Sample Performance Task

➢ Perform drills on sentences and paragraphs.

➢ Students will be evaluated using a check sheet including hand and body position.

Standard 3.0

The student will demonstrate speed and accuracy in keying.

The student will:

3.1 Exhibit proper response patterns for gaining speed.

3.2 Demonstrate proficiency and speed in keying straight copy.

3.3 Key a minimum of 30 GWAM on a two-minute writing with a maximum of five errors.

Sample Performance Task

➢ Students key a two-minute timed writing.

Standard 4.0

The student will format text.

The student will:

4.1   Apply typography, layout, and design rules.
4.2   Plan and set margins, tabs, page numbering, and indents.
4.3   Align text horizontally and vertically.

Sample Performance Task

➢ Students key drills that apply setting margins, setting tabs, and paragraph spacing.

Standard 5.0

The student will create effective written communications applying language arts skills.

The student will:

5.1   Demonstrate proper keying and formatting technique for written communications.
5.2   Proofread documents for accuracy, content, grammar, spelling, and punctuation.
5.3   Use productivity tools to prepare presentations and produce other creative works.

Sample Performance Task

➢ Students key a personal business letter to a friend.

Standard 6.0

The student will exhibit proficiency in the use of technology.

The student will:

6.1   Prepare basic software application functions.
6.2   Organize files on a computer or storage device.
6.3   Practice responsible use of technology information systems.

Sample Performance Task

➢ Students will create a folder on the computer to save their files.